

Updating Poverty Guidelines in INsite

When the poverty guidelines are released by the Department of Health and Human Services each year, the data will need to be updated in INsite. This should include updating the consumers' poverty levels/CHOICE cost share percentages.

The 2009 HHS Poverty Guidelines have been released and the INsite poverty chart has been updated by the State. If you have received and processed files from the State via the INsite FTP Export/Import process since February 9, 2009 your poverty chart should be updated. To see the poverty information on the HHS website [click here](#).

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[Instructions for Central Systems WITH Remotes](#)

Instructions for Central Systems WITHOUT Remote Systems

Step One--Update Poverty Guidelines

- Be sure the Poverty chart is up to date by going to Supporting Data-->Poverty Guidelines.
- For the family size of 1, the 'Monthly 100%' should be '903' and the 'Yearly 100%' should be '10830'.
- If your chart does not say that, click the 'Update Poverty Guidelines' button. Enter '10830' into the box labeled 'Annual 100% of Poverty for Family Size of 1'. Enter '3740' into the box labeled 'Added Per Additional Family Member'. Then click 'Save'.

Step Two--Update Consumers' Individual Poverty Level/CHOICE Cost Share

- On the Poverty Guidelines screen (Supporting Data-->Poverty Guidelines), click "Compute Poverty/Cost Share %s".
- A message will appear asking you if you want to proceed with updating the poverty levels/cost share. Click 'OK' to proceed.
- The poverty levels/cost share percentages will then be calculated for consumers who have an asset worksheet entered and who do not have a Medicaid number.

Instructions for Central Systems WITH Remote Systems

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Step Two--Update Consumers' Individual Poverty Level/CHOICE Cost Share

- On the Poverty Guidelines screen (Supporting Data-->Poverty Guidelines), click "Compute Poverty/Cost Share %s".
- A message will appear asking you if you want to proceed with updating the poverty levels/cost share. Click 'OK' to proceed.
- The poverty levels/cost share percentages will then be calculated for consumers who have an asset worksheet entered and who do not have a Medicaid number.

Step Three--Export Updated Poverty Guidelines to Remotes

- If the remote system does not receive supporting data from the State via the FTP Export/Import process, create a Supporting Data Export that includes the Poverty Table and send to Remotes.

Step Four-- Update Consumers' Individual Poverty Level/CHOICE Cost Share on Remote Systems

- After importing the Supporting Data Export that includes the updated Poverty table, the remote systems will need to run the utility to re-calculate the poverty levels/cost share information for their consumers.
- Click on Backup/Restore/Re-index-->Reindex\Repair\Version Releases\Other Utilities-->Re-compute Client Poverty /Cost Share %s Because of Poverty Guideline Update.